



**REQUEST FOR PROPOSALS**

**for**

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION  
FACILITATOR**

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

**30 South Meridian Street, Suite 1000**

**Indianapolis, IN 46204**

**<http://www.in.gov/ihcda/>**

**317-232-7777**

**ISSUE DATE: July 1<sup>st</sup>, 2016**

**RESPONSE DEADLINE: July 13, 2016, 5:00 PM EST**

## **TABLE OF CONTENTS**

### **PART 1 SCOPE OF THIS REQUEST**

- 1. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)**
- 2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**
- 3. SCOPE OF SERVICES**
- 4. RFP TIMELINE**

### **PART 2 RFP PROCESS**

- 1. SELECTION PROCESS**
- 2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT**
- 3. QUALIFICATIONS EVALUATION CRITERIA**
- 4. RESPONSIBLE RESPONDENT REQUIREMENTS**
- 5. RFP SUBMISSION ITEMS**
- 6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE**

### **PART 3 TERMS AND CONDITIONS**

- 1. STATE POLICIES**
- 2. FEDERAL REQUIREMENTS**
- 3. RFP TERMS AND CONDITIONS**
- 4. QUALIFICATIONS COVER SHEET**
- 5. CERTIFICATION OF RESPONDENT**

## **PART 1**

## **SCOPE OF THIS REQUEST**

### **1. PURPOSE OF THIS REQUEST FOR PROPOSALS (“RFP”)**

The Indiana Housing and Community Development Authority (“IHCDA”) is requesting proposals to conduct five (5) training sessions targeted toward Community Housing Development Organizations (“CHDO”s), to be held at the 2016 Indiana Housing Conference presented by IHCDA and the Indiana Affordable Housing Council on August 25<sup>th</sup> - 26<sup>th</sup>, 2016. These training sessions will provide educational opportunities for current and potential recipients of HOME Investment Partnerships Program funding. The target audience will include non-profit organizations who are currently designated as a CHDO, have previously been designated as a CHDO, or who are interested in applying to receive a CHDO designation through IHCDA. The successful respondent to this request for proposals (“RFP”) will enter into a contract with IHCDA to conduct a total of five (5) workshop sessions at the 2016 Indiana Housing Conference.

### **2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

#### **VISION**

An Indiana with a sustainable quality of life for all Hoosiers in the community of their choice.

#### **MISSION STATEMENT**

To provide housing opportunities, promote self-sufficiency, and strengthen communities.

To accomplish this, IHCDA will:

- Promote place-based initiatives that will allow Hoosiers opportunities to improve their quality of life
- Create and preserve housing for Indiana's most vulnerable population
- Enhance self-sufficiency initiatives in existing programs
- Promote a value-driven culture of continuous improvement

#### **OVERVIEW (for more information visit <http://www.in.gov/ihcda/>)**

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA's programs are successful in large part because of the growing network of partnerships IHCDA has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

### **3. SCOPE OF SERVICES**

IHCDA receives HOME Investment Partnerships Program (“HOME”) funds through the U.S. Department of Housing and Urban Development (“HUD”). IHCDA has been tasked with using the HOME funds to improve the quality of existing housing stock, and to provide habitable and affordable housing for low and moderate income persons in Indiana. Pursuant to 24 CFR 92, IHCDA is further required to reserve no less than 15% of its HOME allocation for “CHDO”s.

A CHDO is a private nonprofit, community-based organization which has staff with the capacity to develop affordable housing for the community it serves. In order to qualify for designation as a CHDO,

the organization must meet certain requirements pertaining to its legal status, organizational structure, staff capacity and experience.

IHCDA will be hosting a “CHDO track” to run in conjunction with the 2016 Indiana Housing Conference. The CHDO track will focus on providing training on the HOME regulations, and provide guidance to organizations interested in applying for CHDO designation through IHCDA.

In consultation with IHCDA, the Respondent, if selected will be responsible for coordinating, and facilitating five (5) sessions during the 2016 Indiana Housing Conference. The five (5) sessions are listed below. Each session is expected to last one (1) hour.

1. **CHDO 101:** Brief overview of the CHDO regulations and the new IHCDA policies regarding CHDO’s. In addition, an emphasis on benefits of becoming an IHCDA-certified CHDO will be discussed.
2. **Single-Family Housing Development:** Discussion of requirement and best practices related to financing and development of affordable single-family housing. Participants will examine the overall assumptions, risks, procedures, financial considerations, site planning, construction, and development issues inherent in developing affordable single-family housing.
3. **HOME Rental Projects: Developing HOME Rental Projects as a Developer:** Discussion regarding basic methods of financial and non-financial methods of rental project analysis, structures of various financing mechanisms in projects, and implication of HOME requirements on rental project finances. Discussion will include how to arrange financing, obtain zoning and other local government approvals, how to select, architects, engineers, general contractors, and other members of the development team.
4. **HOME Rental Projects: Sponsoring or Owning a HOME Rental Project:** Discussion regarding how to manage the work of professionals contracted to provide effective oversight to the project manager/developer, and how to coordinate the ongoing management of the rental housing project.
5. **Business Planning and Financial Management for CHDOs:** Discussion of practical tools that can be used to institute an organizational planning process, develop a sound business plan, learn how to analyze a market, develop organizational and financial plans, develop a market strategy and conduct a risk analysis. Topics will include: improving organizational internal controls, analyzing financial data, and understanding the audit process.

IHCDA will be responsible for selecting the locations for each set of trainings and coordinating with the development for final set-up of the space. Furthermore, IHCDA will be responsible for handling registration for all sessions and communicating all the registration information to the trainer through reports. These trainings are meant to be interactive and as such registration should be capped at around 50 participants each.

#### 4. **RFP TIMELINE**

July 1, 2016

RFP released to the general public.

July 13, 2016  
July 15-19, 2016  
July 20, 2016

RFP respond deadline  
Finalist interviews  
Final selection made

## PART 2

## RFP PROCESS

### 1. SELECTION PROCESS

Evaluation of all qualifications will be completed by IHCD. Respondent must also be responsive and responsible as described in Section 2, and 4 of Part 2 of this RFP. Selection of a respondent is at the sole discretion of IHCD.

### 2. MINIMUM REQUIREMENTS

1. Application Packet (See Part 2, Section 3)
2. Training outline for each of the IHCD proposed sessions with a short sample of the PowerPoint presentation to be used at each type of workshop session and the supporting instructional material for workshop sessions.

### 3. QUALIFICATIONS EVALUATION CRITERIA

The following will be IHCD's primary considerations in the selection of a Respondent:

1. Compliance with the requirements of this RFP.
2. Experience with the HOME Investment Partnerships Program requirements.
3. Innovative training methods as evidenced by sample activities and curriculum.
4. An assessment of the Respondent's ability to deliver the indicated service in accordance with the specifications set out in the RFP.
5. Clarity and Quantity of past work/capacity.
6. Quality of Presentation.
7. Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE).
8. Length of experience as a trainer.
9. Past experience with IHCD.
- 10. Competitive fee, all costs (travel, time, supplies etc.) must be rolled into and reflected in one standardized fee, which must be a flat fee that reflects the Respondent's fee per training session conducted pursuant to this RFP, not an hourly rate.**

### 4. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCD shall not award any contract until the selected respondent, has been determined to be responsible. A responsible respondent must:

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent's existing commercial and governmental business commitments;
3. Have a satisfactory performance record with IHCD;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
7. Have supplied all requested information;
8. Be legally qualified to contract in the State of Indiana and is an entity described in IC Title 23, is properly registered, and owes no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and

9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFP, and the respondent shall be advised of the reasons for the determination.

## **5. RFP SUBMISSION ITEMS**

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFP.

1. Cover Letter;
2. Company resume;
3. Information regarding the experience of the company including names and brief resumes of potential trainers;
4. Number and description of HOME, CHDO or Community Development trainings given in the past three (3) years;
5. Training outline for each of the IHCDCA proposed sessions with a short sample of the PowerPoint presentation to be used at each type of workshop session, and the supporting instructional material for workshop sessions (which includes sample activities and curriculum)
6. Outline of proposed fee structure.

Please try to limit all narrative portions of the proposal to no more than five pages.

## **6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE**

Respondent's proposal must be submitted via email. All documents must be submitted in PDF only.

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Indianapolis, IN 46204  
sspergel@ihcda.in.gov

**The deadline for submission is Monday, July 18, 2016 at 5:00 PM EST.**

Applications that do not contain all of the required forms/documents as listed in this RFP may be determined ineligible for further consideration.

## PART 3

## TERMS AND CONDITIONS

### 1. STATE POLICIES

- A. **ETHICAL COMPLIANCE:** By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.
- B. **EMPLOYMENT ELIGIBILITY VERIFICATION.** The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.
- C. **CONFIDENTIALITY OF STATE INFORMATION.** The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCD. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCD agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.
- D. **ACCESS TO PUBLIC RECORDS:** Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCD will make an independent determination of confidentiality, and may seek the opinion of the Public Access Counselor. Prices are not considered confidential information.
- E. **TAXES, FEES AND PENALTIES:** By submitting a proposal respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify IHCD of any such actions.
- F. **CONFLICT OF INTEREST:** Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFP, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFP, respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of



interest will automatically result in the disqualification of the respondent's proposal or immediate termination of an awardee's contract. An award will not be made where an actual conflict of interest exists. IHCD A will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCD A, should IHCD A select respondent. Further, IHCD A reserves the right to disqualify any respondent on the grounds of actual or apparent conflict of interest.

**G. Appeals/Protest:** Respondent may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the Respondent's objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:

- a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;
- b. Unfair competition or conflict of interest in the decision-making process;
- c. An illegal, unethical or improper act; or
- d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Respondent receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Officer, who shall issue a written decision on the matter. The Compliance Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The Respondent will receive written acknowledgement of receipt of the appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding the funding decision made by IHCD A will be examined and acted upon by the Compliance Officer within thirty (30) days of its receipt. The decision of the Compliance Attorney is final.

## **2. FEDERAL REQUIREMENTS**

N/A.

## **3. RFP TERMS AND CONDITIONS**

This request is issued subject to the following terms and conditions:

- A. This RFP is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCD A expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
- C. IHCD A reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFP, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCD A reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCD A may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- F. In no event shall any obligations of any kind be enforceable against IHCD A unless and until a written agreement is entered into.

- G. The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
- H. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- I. IHCD A reserves the right not to award a contract pursuant to the RFP.
- J. All items become the property of IHCD A upon submission and will not be returned to the Respondent.
- K. IHCD A reserves the right to split the award between multiple applicants and make the award on a category by category basis and/or remove categories from the award.
- L. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.
- M. A copy of IHCD A's most recent Contract Boilerplate is attached as an Exhibit to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of IHCD A's Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.

<<TYPE SERVICE>>

#### 4. QUALIFICATION COVER SHEET

Name of Individual,  
Firm or Business:

Address:

Phone Number:  
Fax Number:  
Web Site Address:

QUALIFICATION  
Contact Person:

Title:  
Email Address:  
Phone:

Contract Signatory  
Authority:

Title:

## INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

### 5. CERTIFICATION OF RESPONDENT

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFP and agree to abide by the terms and conditions contained herein.

I \_\_\_\_\_ am the \_\_\_\_\_ of

the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Firm name: \_\_\_\_\_